

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Fiscal Division

DATE: 9 April 1959

FROM : Chief, Payroll Branch

SUBJECT: General - Efficiency of operations  
 Specific- 1. Retention of Original Payroll Vouchers and  
 2. Bond Schedules in the Payroll Branch

1. If the original payroll vouchers were retained in the Payroll Branch as suggested in the attached memorandum, two files presently being maintained in the Fiscal Processing Branch might be eliminated and one memorandum copy of the payroll voucher. A brief description of the present procedure for the preparation and disposition of the payroll voucher is as follows:

- (a) The Payroll Branch prepares the payroll voucher (Fanfold form - original and three copies - No. 1166). This form together with supporting data (in the form of machine runs) is forwarded to the Fiscal Processing Branch.
- (b) The Fiscal Processing Branch gives the voucher a schedule number, records it. Then the original and two copies are sent to the Disbursing Officer and the third number copy is sent to the Payroll Branch.
- (c) The Disbursing Officer processes the payroll voucher, making proper notations on the original and one copy (retaining one copy for her records) and returns the original and one copy to the Fiscal Processing Branch. The original check listing for the pay period covered by the voucher is sent to the Payroll Branch for needed information for that Branch's records.
- (d) The Payroll Branch upon receipt of the signed copy of the check issued listing sent to the Division's authorized pay clerk, makes transfer of the information on that copy from the original check listing. The original check listing is sent to the Fiscal Processing Branch and the signed copy of the listing is attached to the memorandum copy of the pay voucher and filed by pay period. At the end of the year the Payroll Branch is required to retire this file to the Records Center under Schedule Number 66-b
- (e) The Fiscal Processing Branch, upon receipt of the original and memorandum copy of the voucher together with the original listing of the check issue form does the following:
  1. Files memorandum copy in separate file; destroys same at end of year
  2. Attached listing to original voucher, places in separate file and at end of year retires voucher and attachment to Record Center.

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It is requested that consideration be given to the possibility of changing the procedure in such a manner to that the Payroll Branch be required to retire only the original pay voucher if the originals are to be retained in the Payroll Branch. As it stands now, the Fiscal Division is retiring the original pay voucher and one memorandum copy of the same each and every year.

2. If the original bond schedule were retained in the Payroll Branch, it might be possible to eliminate the requirement for both the Fiscal Processing Branch and the Payroll Branch sending duplicate records on the same bond deductions each pay period, at the end of the year. The Fiscal Processing Branch prepares all copies of the Bond Schedule from the Form 1168 which is received from the Payroll Branch after the form has been certified.

It would be to the Payroll Branch's advantage to have the original copies retained in their files because when problems arise, such as lost bonds, before the Disbursing Officer will accept a request for replacement of lost bond by employer, she insists that the original document of issuance be produced. To do this, employees of the Payroll Branch must go to the Chief, Fiscal Processing Branch and request that they be given the needed document.



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